

Tempe Fire Department Policies and Procedures
Fire Safety Education Specialist
410.02L
Rev 9-20-94

DEFINITION

To promote fire safety and prevention measures for residences, neighborhoods, and businesses; to participate in a variety of community relations and educational programs; and to disseminate information to and obtain the cooperation of the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Fire Marshal or from other supervisory or management staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Inspect private residences, mobile homes, apartments, townhouses, and small commercial occupancies for fire prevention standards, fire exits, general compliance with fire prevention standards, alarm devices, and safety vulnerability due to location and type of doors and windows.
- Inspect state licensed facilities, hotels, and business establishments for fire and safety hazards and compliance with city ordinances, state requirements, and fire codes.
- Give safety talks and demonstrations to the general public, neighborhood groups, schools, and civic organizations; prepare safety programs for organizations.
- Designate fire lanes in commercial and industrial developments in accordance with City ordinances and the Uniform Fire Code; inspect commercial and industrial areas for fire lane violations.
- Issue citations for observed violations of laws, ordinances, and fire safety standards.
- Assist in inspections of new establishments and in employee safety training.
- Assist owners in developing fire emergency and fire prevention plans.
- Develop public service announcements relating to fire safety.
- Distribute fire safety and fire prevention brochures.
- Maintain inspection records.
- Participate on a variety of associations; attend and participate in professional groups and committees.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Fire hazards.
- Fire prevention inspection methods and techniques.
- Codes and regulations pertaining to fire prevention.
- Principles and procedures of record keeping.

Ability to:

- Deal effectively with property owners, managers, and the general public.
- Give instructions on ways to prevent and eliminate fires.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in public service education or public information work preferably involving compliance inspection duties.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.